UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON 25, D. C.

OFFICE OF
ADMINISTRATIVE SERVICES

RMSB 2700.1.2(g)

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Mr. E. R. Saunders, Comptroller
Central Intelligence Agency

Dear Mr. Saunders:

Further reference is made to your letter of February 11, 1959, requesting information as to the length of time unnumbered contracts under which single payments are made and related payment vouchers should be retained by the Central Intelligence Agency before they are destroyed.

Congressional authorization has now been obtained through the Archivist of the United States to destroy unnumbered contracts twelve years from the period of the accounts in which the payments under the contracts were made. The authorization is identified under National Archives Job No. 3098, House Report No. 1193. Accordingly, disposal of unnumbered contracts may be made after they are retained for the period indicated above.

With respect to the related payment vouchers and vouchers and schedules of payments (SF-1166), we have Congressional authority to destroy these records twelve years after the period of the account in which they were paid.

In view of the above authorizations disposal of the records listed may be made after being retained for the 12 year period. It is understood that the Central Intelligence Agency will take every possible precaution to preserve the vouchers and supporting documents pertaining to outstanding exceptions, unsettled claims by or against the United States, incomplete investigations, cases under litigation, or any other matter involving a specific request made by the Comptroller General of the United States.

Sincerely yours,

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Chief, Records Management
and Services Branch

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